

NOTICE

There is a job opening in the **BAY COUNTY BUILDINGS & GROUNDS DIVISION.**

JOB TITLE: **TEMPORARY MAINTENANCE III**

RATE OF PAY: **\$13.95 per hour**

Full-time, temporary assignment, non-union, no benefits

GENERAL SUMMARY: Under direct supervision of the maintenance supervisor and sheriff department administration in the Law Enforcement Center. Performs a variety of semi-skilled and skilled building maintenance tasks. Work includes maintenance involving carpentry, plumbing, electrical, heating, air conditioning, refrigeration and masonry repairs.

TYPICAL DUTIES:

1. Confers with supervisor to receive assignments, establish priorities and schedule work repair projects.
2. Estimates in conjunction with supervisor, type and amount of material necessary for job.
3. Performs electrical repairs such as installing light fixtures, adding electrical outlets and replacing switches and fuses.
4. Performs plumbing repairs such as opening clogged drains, draining water fountains and repairing plumbing fixtures such as faucets and sinks; mends leaking or bursted pipes.
5. Maintains and repairs heating and cooling equipment such as fan-coil units, cooling towers, boilers and chillers.
6. Maintains and repairs security equipment such as low voltage electronic locks and electronic magnetic locking system.
7. Observes operation, monitors gauges and instruments, and performs routine service and maintenance operations on heating system.
8. Uses a variety of power and hand tools along with various testers and metering devices.
9. Frequently is placed in an on-call status for emergency repairs.
10. Repairs, evacuates and recharges refrigeration equipment.
11. Maintains proper operating condition of door closers and locks.
12. Updates records of equipment to reflect service performed on each piece of equipment.
13. Shovels snow and salts entrances and sidewalks, when necessary.
14. Runs telephone line and computer lines to various departments and locations.
15. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: Requires knowledge in the following areas: air conditioning, refrigeration, hot water boilers, low pressure steam boilers, gas fired forced air furnaces, heat pumps, heat exchangers, ventilation equipment, plumbing, electrical and general maintenance and preventative maintenance.

Requires certificates for air conditioning, refrigeration, boilers, electrical wiring, electronics and a minimum of two years of directly related on-the-job experience. Applicants may be required to take written and/or other examinations.

PHYSICAL: This position requires sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight and frequency: 50 to 100 pounds up to one third of the time.

Applications available at www.baycounty-mi.gov or in person at the Bay County Personnel Department, 515 Center Avenue, Bay City, Michigan 48708 no later than **4:00 p.m., Wednesday, October 21, 2009.**

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF HANDICAPPED STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."

